

## SSF-ARP - Student Travel Checklist

(Please contact a Travel Specialist at 619-594-0894 for any questions)

### Student Pre-Travel Checklist (required before trip occurs):

- My SSF Proposal has been approved.
- I have completed a Travel authorization form and a) it is signed and dated by my Program Advisor and b) it is signed and dated by the Dean or Dean's Designee of my respective college.
- I have read, completed, signed, and dated a Release of Liability form.
- I have completed a foreign travel insurance form and have obtained foreign travel insurance through Nancy Demich (619-594-5937) in the Office of Risk Management (**for foreign travel only**).
- I have advised the Office of International Programs (619-594-0938) of my trip (**for foreign travel only**).
- I acknowledge that I am entitled to receive a maximum meal per diem of \$30 per day and a maximum lodging per diem of \$80 per day. Additionally, I may request this as an advance on my Travel Authorization form.
- I acknowledge that I may not be entitled to all or a portion of a meal per diem if a meal is provided by the event (for example: meals provided at a conference as part of the conference registration fee).
- I acknowledge that detailed itemized receipts must be collected for all **non**-per diem (meals and/or lodging) expenses of **\$25 or more** to be entitled to reimbursement by the University.
- I acknowledge that any unused portion of an advance given to me will be reimbursed to the university.
- I acknowledge that the university reimburses the base price for airfare, rail, or bus transportation - no upgrades (unless authorized).
- I acknowledge that a travel expense claim is required to be completed and submitted to Accounts Payable within 60 days of my last date of travel to report any travel related expenses (i.e. advances, direct payments, out of pocket costs for reimbursement, etc.).
- I acknowledge that I may be taxed on travel advances not repaid to the university within 160 days of issuance of the advance and that I may be reported to a collection agency.
- I have a current signed Authorization to Use Privately Owned Vehicle on State Business form (Std. 261) is on file (if driving your own vehicle).

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### Student Post-Travel Checklist **(required after trip occurs):**

- I have completed and submitted a travel expense claim form (Std. 262) to Accounts Payable within 60 days of my last date of travel.
- All direct payments and advances are reported on my travel claim as such.
- I have submitted a check to San Diego State University for any unused portion of my travel advance with my travel expense claim form.
- I have obtained the appropriate FAH signature for my org on my travel expense claim.
- I have completed only one travel expense claim form per trip.
- Alcohol & alcohol related tax are not included on my travel expense claim.
- My mileage claimed is from/to campus unless distance from/to home is shorter during normal business hours (Mon-Fri, 8A-5P). Distance from/to home acceptable after normal business hours.
- My mileage claimed is supported by a map indicating the total miles traveled.
- My mileage does not exceed the cost of a round trip airfare (unless appropriately authorized).
- Car rentals are reasonable; do not include upgrades, pre-purchased gas, or excess insurance.